

Before the  
Federal Communications Commission  
Washington, D.C. 20554

In the Matter of		
Federal-State Joint Board on Universal Service	)	CC Docket No. 96-45
	)	
Schools and Libraries Universal Service	)	
Support Mechanism	)	CC Docket No. 02-6

**Request for Review and Petition for Waiver For St. Patrick Elementary School**

On behalf of St. Patrick Elementary School, I respectfully submit this request for review and petition for waiver related to the Administrator’s Decision on Appeal issued by the Universal Service Administrative Company (“USAC” or “Administrator”) on January 29, 2007. In that decision, USAC denied the appeal of St. Patrick Elementary School (“St. Patrick’s” or “applicant”) related to three separate funding requests from E-rate Fund Year 2000. St. Patrick’s believes that the Schools and Libraries Division (SLD) of USAC failed to take into account all of the facts related to case, as outlined below. We request that the Commission review the evidence presented herein and in our previous correspondence with USAC and reverse the decision of the Administrator with respect to funding request numbers (FRNs) 365883, 365817, and 365796.

**Background**

St. Patrick Elementary School, located in Frederiksted on St. Croix in the U.S. Virgin Islands, is a Catholic school serving 182 students in grades Pre-K through 8. Frederiksted is both the largest and poorest city on the island of St. Croix, with more than

two thirds of all children in Fredericksted living at or below the federal poverty line as measured in the 2000 census (note that this is more than four times the national rate at that time).<sup>1</sup> St. Patrick's serves the extremely poor population, providing a high quality, low cost education of students of all religious and socioeconomic backgrounds. 60% of the students attending St. Patrick Elementary School come from single parent households, with approximately 6% of students being cared for by a caretaker who is not related to them. Only approximately 30% of the students at St. Patrick's come from two parent households.

During the 2000 school year, the E-rate program served as the cornerstone of St. Patrick's technology efforts. St. Patrick's views technology as a critical component in its efforts to bring educational opportunities to its students. Familiarity with and fluency in technology is the key to bringing new opportunities to students whose job prospects are otherwise fairly bleak. The future of the communities of Frederiksted, St. Croix, and indeed the entire U.S. Virgin Islands depends on the ability of educational institutions to equip students with the skills necessary to succeed. St. Patrick's has used the E-rate program to put technology tools into the hands of the hundreds of students which are the future of the Frederiksted community.

Unfortunately, as is often the case with schools that are on an extremely limited budget, St. Patrick's suffers from significant turnover among its staff. From the time of the application in late 1999 and 2000 to the time of the audit in 2003 and then to the time of this appeal in 2007, the applicant has gone through several complete changes in

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<sup>1</sup> See A First Look at Children in the U.S. Virgin Islands: A Kids Count/PRB Report on Census 2000, published September 2002. Full text available online at <http://eric.ed.gov/ERICWebPortal/contentdelivery/servlet/ERICServlet?accno=ED471039>.

administration. None of the principal actors involved in the FY2000 application or the FY2003 audit are still employed at St. Patrick's. As detailed in the initial appeal to the SLD, this turnover has handicapped St. Patrick's, since many records and the institutional memory that would normally have remained at St. Patrick's are no longer available. However, the current administration at St. Patrick's is dedicated to resolving the issues raised by the audit and appeal, and have worked tirelessly to gather the documentation included herein. We ask that the Commission keep the difficulties posed by this significant staff turnover in mind while considering this appeal.

In Fund Year 2000, St. Patrick's applied for E-rate funding to cover three separate FRNs. The first FRN, 365883, covered the purchase of symmetrical digital subscriber lines (SDSL) service, purchased from the Virgin Islands Telephone Company ("Vitelco")<sup>2</sup> which provided Internet Access to the school during the 2000 Fund Year. The second FRN, 365796, covered the purchase and installation of server infrastructure for the school from Dell. The final FRN, 365817, covered the purchase of internal connections infrastructure, including campus-wide wiring and switching, that linked up classrooms throughout the campus to the servers and the Internet connection. This FRN was awarded to Lindsey Electronics, a local communications vendor in St. Croix. All of the services related to these FRNs were received, installed, and in use during the FY2000 year.

In 2003, several years after the fund year in question, the Administrator undertook an audit of the applicant. There were a number of findings in the audit, several of which were clearly in error. Unfortunately, due to turnover in staff and a lack of understanding

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<sup>2</sup> Vitelco has subsequently been renamed "Innovative Telephone." The terms Vitelco and Innovative are used interchangeably in this appeal.

of the significance of the findings, staff at St. Patrick's signed off on the audit findings despite the obvious inaccuracies.

The primary finding of the audit was that there had been some inadequate record keeping on the part of the applicant. Importantly, the auditor made no allegations or observations that there was any waste, fraud, or abuse at the school. Indeed, the auditor was shown the technology installed in 2000 which was still in place and functional in 2003.<sup>3</sup> Put into the parlance that has become common following the Commission's orders over the last year, the types of mistakes made by the applicant and service provider in this instance are ministerial and clerical in nature, rather than demonstrative of any waste, fraud, or abuse. In fact, in reviewing all of the information related to this appeal, it appears to us that the only substantive rule violation related to these FRNs was an error made by a service provider, rather than the applicant.

Once the audit findings were sent to the applicant, St. Patrick's filed an appeal with the SLD. The SLD denied the appeal, citing three separate reasons. First, the SLD asserted that the applicant has failed to demonstrate that it had the resources necessary to pay for the ineligible but necessary items and for the nondiscounted share of the various funding requests. The applicant, in its agreement with the audit findings, agreed that it had not paid the nondiscounted share – again, without understanding the implications of this (mostly inaccurate) admission. Second, the SLD asserted that the applicant had failed to keep sufficient records of the competitive bidding process. Finally, the Administrator asserted that the technology plan failed to address the five elements required by the Commission.

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<sup>3</sup> Most of the technology installed as part of the FY2000 funding commitment is still in use today, during the 2006-2007 funding year.

### Alleged Rules Violations

Each of the three conclusions reached in the Administrator's Decision Letter is at least partially inaccurate, and each is dealt with separately, below.

#### *Failure to Demonstrate the Necessary Resources*

Although the audit makes the claim that the school had failed to budget for the necessary but ineligible resources and the nondiscounted share, this claim is belied by the reality of the services having been delivered and used. The various necessary but ineligible components – ranging from electrical capacity and computers to professional development for faculty – were in place at the time services were delivered and at the time of the audit. The simple reality of having successfully implemented the upgrades and having the network in place, Internet access fully functional, and students engaged in online learning opportunities is adequate evidence that the necessary but ineligible components were in place and fully functional. Similarly, the applicant had budgeted for the nondiscounted share of the services.

In fact, if you read between the lines of the audit, the real finding here is that the applicant failed to keep adequate records of the payments to vendors in the case where payments were indeed made, or document why payment had not been made. While this information should have been available to the auditor, it was not; we present it here for the Commission's consideration.

For the first FRN, 365883, the applicant provided the documentation necessary to determine that payment had indeed been made to the SLD during the appeals process. In

fact, that documentation revealed that the applicant and service provider had inadvertently violated the program rules. The applicant was unable to provide proof of payment in this instance because, as part of its community outreach efforts, the service provider had credited the applicant's account for the nondiscounted share.<sup>4</sup> Neither the applicant nor the service provider was aware that such an action would be a violation of the Commission's rules regarding free services. However, we ask the Commission to at least partially waive its rules with respect to this FRN.

Subsequent to the audit, the applicant discovered that, due to an error, Innovative had credited the school for the nondiscounted share of the total cost as a charitable donation. This means that the applicant actually did not pay the nondiscounted share, and received the SDSL service as a "free" service. The Commission specifically forbids the receipt of "free" services from service providers because, as the Commission has outlined in the past, the nondiscounted share is likely to be recovered by the service provider increasing the overall cost of the service. This is a particular concern for applicants with deep discount rates. In this instance, however, the service in question is offered under tariff, at a fixed price, to all members of the public. The Commission's presumption that the service provider is defrauding the fund is not appropriate in this instance, since the cost of the service was not increased, despite the charitable gift by the service provider of the nondiscounted share.

Although the applicant and service provider were in violation of FCC rules related to the provision of "free" services, any such violations were unintentional and done without any intent to defraud the program. Taking into account that the service was

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<sup>4</sup> See Appendix A, which is an accounts receivable report from Innovative Communications for St. Patrick's account. The donation is shown as a "promotional credit" on 4/29/2001..

provided at a tariffed rate and that there was no intent to defraud the program, we ask that the Commission waive its rules on this issue and reduce the payment sought from the applicant to the nondiscounted share, rather than denying the FRN in whole. The total amount of the nondiscounted share, \$1,437.50, has been placed in escrow pending the decision of the Commission.<sup>5</sup>

For the second FRN, 365796, the applicant asserted in its appeal to the SLD that it had indeed paid the nondiscounted share, but that they did not have evidence of the payment at the time the appeal was filed. The applicant had contacted Dell in the fall of 2006 seeking documentation of the payment, but had not received that documentation by the time the appeal was due. Since that time, however, the applicant has received documentation from Dell that it did indeed pay the nondiscounted share, and that evidence is attached.<sup>6</sup> Since payment has already been made to the service provider for the nondiscounted share -- and was in fact made more than six years ago -- we ask that the Commission overturn the finding of the Administrator and reverse the attempt to collect the full amount of the funding commitment from the applicant for this FRN.

In the case of the final FRN, 365817, the auditor completely ignored the reality of the situation with the third vendor and incorrectly laid the blame at the feet of the applicant. For this FRN, the applicant had budgeted sufficient funds to pay the vendor the nondiscounted share. Unfortunately, the vendor never billed the applicant for the nondiscounted share. Indeed, the applicant has been unable to contact the vendor since the 2000 funding year; it appears that the vendor has either gone out of business or

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<sup>5</sup> See Appendix B.

<sup>6</sup> See Appendix C. A copy of the proof of payment from Dell, as well as copies of all the invoices related to that payment are included in the appendix.

moved, and is no longer present in the U.S. Virgin Islands. Repeated attempts to contact the vendor over the last few years have been unsuccessful.

In this case, the blame related to this FRN should be laid squarely at the feet of the service provider, which failed to invoice the applicant for the nondiscounted share, rather than at the feet of the applicant. Since the Commission has determined that the party responsible for the rules violation should be held liable in any fund recovery action, we believe that the funds related to this FRN, if any need to be recovered, need to be recovered from the service provider.<sup>7</sup> However, since the service provider did indeed provide the services listed in the FRN, it would appear that the only funds that need to be allocated or recovered in one fashion or another would be the nondiscounted share (which in this case is owed to the service provider by the applicant). Since the applicant has been unable to contact the service provider, St. Patrick's School has placed the nondiscounted share of the funding commitment (\$9,587.49) in escrow pending the outcome of this appeal.<sup>8</sup> We request that the Commission determine a fair outcome in this instance and indicate what funds should be recovered and from whom.

#### *Failure to Keep Records of Competitive Bidding*

The second major audit finding is that the applicant failed to keep adequate records of competitive bidding. We agree that the documentation of the competitive bidding process may be inadequate by the standards in place at the time of the audit. However, we believe that the records do demonstrate that a free and open competitive bidding process took place and that the lowest cost vendors were selected. As shown to

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<sup>7</sup> See Order on Reconsideration and Fourth Report and Order, FCC 04-181, para. 15.

<sup>8</sup> See Appendix D.



the auditor, St. Patrick's consultant managed the application process for the school, and ultimately sought out vendors since the Form 470 failed to attract adequate bids. We believe the applicant was in compliance with both the spirit and letter of the regulations in place at the time of the application.

The auditor, furthermore, appears to have been applying guidelines that the SLD put in place subsequent to the FY2000 funding year. The applicant was entirely unaware of requirements to document the entire bidding process as part of the record retention system. Since competition is somewhat limited in the USVI, the applicant did not receive multiple responses to the Form 470 filed. In fact, the applicant actively had to seek out bids from the vendors selected, since there were no immediate responses to the Form 470. However, for the reasons outlined below, we believe the prices we received were competitive and that the Commission should overturn the finding of the auditor.

Although the applicant did not receive multiple bids on the server infrastructure purchased, Dell is widely regarded as one of the most competitively priced vendors in the computer industry. Because no other vendors had submitted bids, the applicant selected the Dell bid in compliance with program rules. Despite the auditor's assertions to the contrary, the bid itself was well documented in the information provided to the auditor in the audit process, and the auditor never asserted that the pricing from Dell was not a highly competitive price.

At the time of the application, it appears that the only vendor capable of providing high speed Internet Access to the St. Patrick's campus was Innovative Communications, the local phone company for St. Croix. Innovative was also the only vendor capable of providing telephone service to the school. Because there were no responses to the Form

470, St. Patrick's sought pricing from Innovative on these services and contracted with Innovative to have these services provided. This was done in compliance with the program rules in place at the time.

Finally, no responses were received from the Form 470 for the request for internal connections. After contacting vendors, Lindsey Electronics was the only vendor that ultimately responded to the request for Internal Connections. Since Lindsey Electronics pricing appeared, on its face, to be competitive with prices from other vendors in the USVI, Lindsey was selected as the vendor – again, in compliance with program rules. The auditor has not provided any evidence that demonstrates that the pricing from Lindsey was not highly competitive with what was being charged by other vendors serving the Virgin Islands.

As discussed above, the multiple changes in staffing have exacerbated the issues with documentation retention, since both documentation and institutional knowledge have disappeared with each new administration. However, St. Patrick's school was not the only educational institution confused about what documentation applicants should retain. Subsequent to the FY2000 funding year, the Commission recognized that there was a great deal of confusion about what documents an applicant needed to retain.<sup>9</sup> In light of both the confusion within the applicant community, the multiple changes in administration, and the absence of any evidence of waste, fraud, or abuse, we ask that the Commission waive its rules in this area.

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<sup>9</sup> Indeed, the Commission recognized in the Fifth Report and Order and Order, released August 13, 2004 – almost five years after the start of the bidding process covered by this application – that there was widespread confusion as to the kinds of documentation that applicants needed to retain. See Fifth Report and Order and Order, FCC 04-190, para. 48,.

### Technology Plan Failed to Address the Five Elements Required by USAC Guidance

The auditor was entirely incorrect in its determination that the technology plan failed to address the five elements required under USAC's guidance. The technology plan for St. Patrick's school was developed by school staff to specifically address the five elements, all of which are included in the plan.<sup>10</sup>

In fact, the technology plan approver – which, unlike the auditor, has specific expertise in the use of technology in education and in technology planning – specifically approved the plan as meeting all five of the elements.<sup>11</sup> This technology plan approver was authorized by the Administrator to determine whether a given technology plan met the requirements of the E-rate program. We believe that their clear validation of the technology plan in place at the time – as well as a plain reading of the technology plan itself – bear out the reality that the technology plan addressed all of the elements required under the E-rate program. We therefore ask the Commission to reverse the finding of the Administrator with respect to the technology plan.

### Conclusion

As this appeal makes clear, it is entirely possible – even probable – that the applicant may have made mistakes related to this particular application. However, we believe that the findings of the audit and the Administrator's resolutions for these findings are inaccurate and excessive in most instances. The mistakes and errors present

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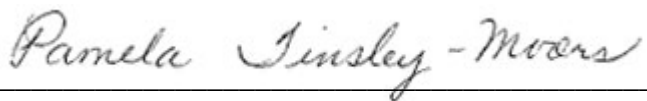
<sup>10</sup> The five elements which need to be included in the technology plan are: 1) Goals and a realistic strategy for using telecommunications and Information Technology; 2) A professional development strategy; 3) An assessment of telecommunications services, hardware, software, and other services needed; 4) Budget resources; and 5) Ongoing evaluation process. All of these elements were included in the technology plan. A copy of the plan is attached as Appendix E.

<sup>11</sup> See the technology plan approval letter from Caribbean Computer Users in Education (CCUE), attached as Appendix F.

in this application are clearly ministerial and/or clerical in nature. Despite an in-depth audit performed on site over several days, there is no evidence whatsoever of any waste, fraud, or abuse related to this application. Indeed, virtually all of the equipment purchased during the fund year was still in use at the time of the audit and most of the hardware is still in use today. This hardware has made a huge difference in the services that St. Patrick's has been able to offer its students, allowing students to interact with educational opportunities all over the globe.

While there are some minor violations of program rules, St. Patrick's has, whenever possible, complied with program rules. Any and all violations have been unintentional, with no intent to commit or actual occurrence of waste, fraud, or abuse. Whatever violations did occur were not substantive in nature, but instead were minor ministerial or clerical errors that have no measurable impact on the competitive bidding process. We strongly believe that it is in the public interest for the FCC to overturn the Administrator's decisions where appropriate and, when necessary, waive the program rules so that St. Patrick's can continue to provide a quality educational experience for its diverse student body.

Respectfully Submitted,



Pamela Tinsley-Moors  
Principal  
St. Patrick Elementary School  
P.O. Box 988  
Frederiksted, V.I. 00841

3/28/2007  
Date

## **Appendix A:**

### **Billing Records from Innovative Communications for St. Patrick's Catholic School**

## Customer A/R Information

For Customer ID: 0002588

Name	Date	Description	Charge Amount	Payment Amount
<b>St. Patrick School</b>				
	7/31/2000	SDSL 1168k: 0002588-1 (Nov 26 - Dec 25)	\$995.00	\$0.00
	7/31/2000	Maintenance(1 yr.)	\$1,440.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Mar 26 - Apr 25)	\$985.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Aug 26 - Sep 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Sep 26 - Oct 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Feb 26 - Mar 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (May 26 - Jun 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Oct 26 - Nov 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Jun 26 - Jul 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Dec 26 - Jan 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Jul 26 - Aug 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Apr 26 - May 25)	\$995.00	\$0.00
	7/31/2000	SDSL 1168k: 0002588-1 (Jan 26 - Feb 25)	\$985.00	\$0.00
	4/29/2001	Promotional credit(10% donation)	\$0.00	\$1,437.50
	6/26/2001	SDSL 1168k: 0002588-1 (Credit Jun 26 - Jul 2	\$0.00	\$928.67
	4/23/2004	To zero out balance	\$928.67	\$0.00
	4/23/2004	Check Payment ck#52957	\$0.00	\$12,937.50
	11/26/2004	Complimentary Plan: 0002588-2(Oct 26 - Nov	\$0.00	\$0.00
	11/26/2004	Additional Email: 0002588-3(Oct 26 - Nov 25)	\$0.00	\$0.00
	1/4/2005	Complimentary Plan: 0002588-2(Nov 26 - Dec	\$0.00	\$0.00
	1/4/2005	Additional Email: 0002588-3(Nov 26 - Dec 25)	\$0.00	\$0.00
	1/26/2005	Complimentary Plan: 0002588-2(Dec 26 - Jan	\$0.00	\$0.00
	1/26/2005	Additional Email: 0002588-3(Dec 26 - Jan 25)	\$0.00	\$0.00
	3/1/2005	Complimentary Plan: 0002588-2(Jan 26 - Feb	\$0.00	\$0.00
	3/1/2005	Additional Email: 0002588-3(Jan 26 - Feb 25)	\$0.00	\$0.00
	4/4/2005	Complimentary Plan: 0002588-2(Feb 26 - Mar	\$0.00	\$0.00
	4/4/2005	Additional Email: 0002588-3(Feb 26 - Mar 25)	\$0.00	\$0.00
	5/3/2005	Complimentary Plan: 0002588-2(Mar 26 - Apr	\$0.00	\$0.00
	5/3/2005	Additional Email: 0002588-3(Mar 26 - Apr 25)	\$0.00	\$0.00
	6/1/2005	Complimentary Plan: 0002588-2(Apr 26 - May	\$0.00	\$0.00
	6/1/2005	Additional Email: 0002588-3(Apr 26 - May 25)	\$0.00	\$0.00
	7/5/2005	Complimentary Plan: 0002588-2(May 26 - Jun	\$0.00	\$0.00
	7/5/2005	Additional Email: 0002588-3(May 26 - Jun 25)	\$0.00	\$0.00
	8/2/2005	Complimentary Plan: 0002588-2(Jun 26 - Jul 2	\$0.00	\$0.00
	8/2/2005	Additional Email: 0002588-3(Jun 26 - Jul 25)	\$0.00	\$0.00
	9/2/2005	Complimentary Plan: 0002588-2(Jul 26 - Aug 2	\$0.00	\$0.00
	9/2/2005	Complimentary Plan: 0002588-2(Aug 26 - Aug	\$0.00	\$0.00
	9/2/2005	Additional Email: 0002588-3(Jul 26 - Aug 25)	\$0.00	\$0.00

Wednesday, October 11, 2006

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## **Appendix B:**

### **Affidavit of Applicant's Share of FRN 365883 Placed in Escrow**

## AFFIDAVIT

IN THE TERRITORY OF THE VIRGIN ISLANDS     )  
DISTRICT OF ST. CROIX                             ) ss

I, Vincent A. Colianni, being duly sworn, depose and state:

1. I am a partner in the law firm of Colianni & Colianni.
2. Our firm has on deposit \$1,437.50 in the Colianni & Colianni Escrow account for St. Patrick's School.
3. These funds are being held because, due to an oversight during the 2000 school year, they were not paid in a timely fashion to the intended recipient, Innovative Communications.
4. Three possible payees for the funds are Innovative Communications, the Federal Communications Commission, of the Universal Service Administrative Company (or the agents thereof).
5. Payment of these funds is pending action by the Federal Communications Commission or Universal Service Administrative Company.
6. These funds will not be released prior to action by the Federal Communications Commission or Universal Service Administrative Company.

Further this affiant saith not.

Date:



Vincent A. Colianni  
Colianni & Colianni  
1138 King Street  
Christiansted, VI 00820  
(340) 719-1766  
(340) 719-1770

SUBSCRIBED AND SWORN TO before me  
This 28 day of March, 2007.



Notary Public

JAMES H. ISHERWOOD, III  
Territory of the Virgin Islands  
District of St. Croix  
Notary Public Number LNP-31-04  
Commission Expires 12/29/08



**Appendix C:**

**Proof of Payment and Invoices from Dell  
Computer**



Dell Incorporated  
One Dell Way  
Round Rock, Texas 78682

To: Pamela Tinsley-Moors  
Principal  
St. Patrick Catholic School  
5 Prince St.  
Frederiksted, St. Croix, VI 00840

Re: E-rate Fund Year 2000 Invoices

3/27/2007

Ms. Tinsley-Moors,

This message is to confirm that the applicant share of the payment on the invoices listed below was paid via credit card on October 13, 2000. Please contact me if you need further information.

Order Number	Order Date	Ship Date	Order Amt.	Status
393202858	06/27/2000	06/27/2000	11817.94	Paid
389733569	06/15/2000	06/19/2000	11087.36	Paid
388976045	06/14/2000	06/15/2000	2278.00	Paid
388971657	06/14/2000	06/16/2000	6346.18	Paid
388969917	06/14/2000	06/27/2000	11077.15	Paid
<b>TOTAL:</b>			42606.63	
<b>APPLICANT SHARE:</b>			4260.66	Paid
<b>USAC SHARE:</b>			38345.97	Paid

Sincerely,

*Craig M. Jackson*

Craig M. Jackson  
Erate Representative  
Dell Incorporated  
512-723-9661 – Direct Line  
512-283-9477 – Fax  
[Craig\\_Jackson@Dell.com](mailto:Craig_Jackson@Dell.com) – Email



This is your **INVOICE**

Page: 1 of 3

FID Number: 74-2622003

Sales Rep: WENDI KOLETAR

For Sales: (512)338-4400

Sales Fax: (512)728-3772

Customer Service: (512)338-4400

Technical Support: (512)338-4400

Dell Online: <http://www.dell.com>

Customer Number: 010940745

Purchase Order: 471210176

Order Date: 06/21/00

20 01 0 01 02 N

Invoice Number: **393202858**

Invoice Date: 06/27/00

Payment Terms: NET DUE 30 DAYS

Shipped Via: INTERNATIONAL

Waybill Number: 9441892364-DHL

**SOLD TO:**

5-2.18-70637Y13.XRX 1 of 6

MARY MCINTOSH  
ST PATRICK SCHOOL  
FREDERIKSTED  
5 PRINCE ST  
ST CROIX VI 00840

**SHIP TO:**

MARY MCINTOSH  
ST PATRICK SCHOOL  
FREDERIKSTED  
5 PRINCE ST  
SAINT CROIX VI 00840

PLEASE REVIEW IMPORTANT TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS INVOICE

Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	220-0029	Dell PowerEdge 4400 Base, 800MHz with 256K Cache,P3 Xeon	EA	10,301.05	10,301.05
1	1	310-0016	Logitec System Mouse w/Driver Disks,Factory Install	EA	0.00	0.00
1	1	310-0310	Deluxe Windows Keyboard, for Dell PowerEdge Servers, Factory Install	EA	0.00	0.00
1	1	310-3561	Power Supply,Redundant Option/ Shipping Information,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	310-3563	User + Install/Troubleshooting Guide,for Dell PowerEdge 4400, Factory Install	EA	0.00	0.00
1	1	310-4020	Rack Rails,Inside and Out,For Dell PowerEdge 4X000/6X00, Factory Install	EA	0.00	0.00
1	1	311-0748	2nd Processor,800MHz/256K,P3, Xeon,for Dell PowerEdge 4400, Factory Install	EA	0.00	0.00
1	1	311-1225	512MB SDRAM,133MHz,4 X 128MB DIMMs,for Dell PowerEdge 4400 EA Factory Install	EA	0.00	0.00
1	1	313-7008	17/40X SCSI CD ROM #1,Black, for Dell PowerEdge 4300/6300, Factory Install	EA	0.00	0.00

\* Service contract may be subject to sales tax.  
Any on-site or other service covers Dell system hardware only.  
PLEASE KEEP THE ORIGINAL BOX FOR ALL RETURNS.

Ship. &/or Handling	\$	19	136.94
Subtotal	\$		11,817.94
Taxable:		Tax:	
\$	0.00	\$	0.00



This is your **INVOICE**

Page: 2 of 3

**FID Number:** 74-2622003  
**Sales Rep:** WENDI KOLETAR  
**For Sales:** (512)338-4400  
**Sales Fax:** (512)728-3772  
**Customer Service:** (512)338-4400  
**Technical Support:** (512)338-4400  
**Dell Online:** <http://www.dell.com>

**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/21/00  
20 01 0 01 02 N

**Invoice Number:** **393202858**

**Invoice Date:** 06/27/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:** 9441892364-DHL

**SOLD TO:**

MARY MCINTOSH  
ST PATRICK SCHOOL  
FREDERIKSTED  
5 PRINCE ST  
ST CROIX VI 00840

5-2.18-70637Y13.XRX 2 of 6

**SHIP TO:**

MARY MCINTOSH  
ST PATRICK SCHOOL  
FREDERIKSTED  
5 PRINCE ST  
SAINT CROIX VI 00840

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	320-0058	Monitor Option-None	EA	0.00	0.00
1	1	340-0608	1.44MB,3.5",Floppy Drive, for Dell PowerEdge Servers, Factory Install	EA	0.00	0.00
1	1	340-1399	8-Bay Hard Drive Cage, Optional, Front, 1.0", for Dell PowerEdge 4300/6300, Factory Install	EA	0.00	0.00
1	1	340-6660	4 X 18GB U160M SCSI Hard Drives,1",10000RPM,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	340-6663	PERC3-Di RAID Enabler Kit with 128MB Cache,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	340-7418	Tape Backup,20/40G, Digital Audio Tape,HH, Controller/Cable,P4300, Factory Install	EA	0.00	0.00
1	1	340-7737	Configuration #3,ROMB 0/No Drives in Cage,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	365-1234	READYWARE INSTALLATION FEE	EA	0.00	0.00
1	1	420-2833	Dell Power Suite Software, Veritas Backup Exec Enhanced version,CD,Factory Overpack	EA	0.00	0.00
1	1	430-0254	Two Intel Pro 100 Plus Network Interface Cards,for Dell PowerEdge,Factory Install	EA	0.00	0.00
1	1	430-5002	Software,NTS,NT4,Academic, SP6A,5.25" Form Factor, Factory Install	EA	0.00	0.00
					20	



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Page: 3 of 3

**FID Number:** 74-2622003  
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**Customer Service:** (512)338-4400  
**Technical Support:** (512)338-4400  
**Dell Online:** <http://www.dell.com>

**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/21/00

20 01 0 01 02 N

**Invoice Number:** **393202858**

**Invoice Date:** 06/27/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:** 9441892364-DHL

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5-2.18-70637Y13.XRX 3 of 6

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	362-0451	DellPlus,Software,Microsoft Exchange/Outlook 2000,Factory Install	EA	599.00	599.00
1	1	365-0257	DellPlus Routing SKU,Factory Install	EA	0.00	0.00
1	1	365-3035	DellPlus,COC Servers,Fee for Order Ready K-12 Education Bundle,Factory Install	EA	99.00	99.00
1	1	365-4210	DellPlus,Integration Service, Applications,Servers	EA	99.00	99.00
1	1	365-4210	DellPlus,Integration Service, Applications,Servers	EA	99.00	99.00
1	1	370-1862	Info SKU for TSR,Aron Singletary(ID#5647)	EA	0.00	0.00
1	1	900-9997	*Standard On-Site Installation Declined ACD NT 4.0 SERVER WITH 10 CAL ACD PROXY 2.0 ACD EXCHAGE STND 5.5	EA	0.00	0.00
System Service Tags			9HY020B			

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**Customer Service:** (512)338-4400  
**Technical Support:** (512)338-4400  
**Dell Online:** <http://www.dell.com>

**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/14/00

**Invoice Number:** 388969917

**Invoice Date:** 06/29/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:** INTERNATIONAL

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21-0.78-70732Z13.XRX 1 of 2

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
9	9	485942	4-pair 24 AWG Solid Category5 PVC 1000' Spool A7L504-1000	EA	95.95	863.55
2	2	790613	SuperStack II Switch 3300 24 Port 10/100 Dual Speed Switch 3C16980	EA	1,808.95	3,617.90
17	17	128734	OFFICECONNECT DUAL SPEED PERPSWITCH 8 3C16734B-US	EA	194.95	3,314.15
17	17	519171	Back-UPS 500 BK500MC	EA	148.95	2,532.15
2	2	129723	Office Connect 4 Port 100MB Fast Ethernet Hub 3C16723A AB#8129863976 AB#8129863976A AB#8129863976B AB#8129863976C AB#8129863976D AB#8129863976E AB#8129863976F AB#8129863976G AB#8129863976H AB#DHL INTN'L SN#7L9V0210E0 AB#YI9426126264 AB#INTERNATIONAL SN#7ZNV4767198 SN#ZNS4202B78	EA	92.95	185.90

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Ship. &/or Handling	\$	563.50
Subtotal	\$	11,077.15
Taxable:		
\$ 0.00	\$	0.00



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**Customer Service:** (512)338-4400  
**Technical Support:** (512)338-4400  
**Dell Online:** <http://www.dell.com>

**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/14/00

**Invoice Number:** **388971657**

**Invoice Date:** 06/18/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:** 942096891/DH

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82-1.18-70281Z13.XRX 1 of 4

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	220-0605	Rack for Dell PowerEdge Base, Black,Factory Install	EA	5,435.00	5,435.00
1	1	310-0083	Cable for Switch Box,Monitor/ Keyboard/Mouse, 12',One per Server Connected to Switch Box Factory Install	EA	0.00	0.00
1	1	310-0083	Cable for Switch Box,Monitor/ Keyboard/Mouse, 12',One per Server Connected to Switch Box Factory Install	EA	0.00	0.00
1	1	310-0083	Cable for Switch Box,Monitor/ Keyboard/Mouse, 12',One per Server Connected to Switch Box Factory Install	EA	0.00	0.00
1	1	310-0083	Cable for Switch Box,Monitor/ Keyboard/Mouse, 12',One per Server Connected to Switch Box Factory Install	EA	0.00	0.00
1	1	310-0256	Uninterruptable Power Supply, APC 2200,3U Rack Mount, for Dell PowerEdge Rack, Factory Install	EA	0.00	0.00
1	1	310-0075	UPS Interface Card,SNMP, 2 Port,for Dell PowerEdge Rack,Factory Install	EA	0.00	0.00
1	1	310-0578	Equipment Shelf for Dell Rack, West,Factory Install	EA	0.00	0.00
1	1	310-0578	Equipment Shelf for Dell Rack, West,Factory Install	EA	0.00	0.00

\* Service contract may be subject to sales tax.  
Any on-site or other service covers Dell system hardware only.  
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23	
Ship. &/or Handling	\$ 628.18
Subtotal	\$ 6,346.18
Taxable:	Tax:
\$ 0.00	\$ 0.00



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**Technical Support:** (512)338-4400  
**Dell Online:** <http://www.dell.com>

**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/14/00  
20 01 0 01 02 N

**Invoice Number:** **388971657**  
**Invoice Date:** 06/18/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:** 942096891/DH

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	310-0202	Rack Mount Keyboard Drawer, Black,for Dell PowerEdge Rack, Factory Install	EA	0.00	0.00
1	1	310-0190	Mini Keyboard with Trackball, for Dell PowerEdge Servers, Factory Install	EA	0.00	0.00
1	1	310-0245	Switch Box for Keyboard and Monitor,Black,for Dell PowerEdge Rack, Factory Install	EA	0.00	0.00
1	1	310-0578	Equipment Shelf for Dell Rack, West,Factory Install	EA	0.00	0.00
1	1	320-1502	15"(13.8"Viewable)M570 Monitor Factory Install	EA	0.00	0.00
1	1	310-0235	Rack Side Panels,Black,for Dell PowerEdge Rack, Factory Install	EA	0.00	0.00
1	1	310-0236	Rack Stabilizing Side Braces, Black,for Dell PowerEdge Rack, Factory Install	EA	0.00	0.00
1	1	460-0567	Expedited Delivery Service for Dell PowerEdge Rack System	EA	0.00	0.00
1	1	310-3929	PDU,120 Volt Low Power with Locking Plug,for Dell PowerEdge Rack,Factory Install	EA	0.00	0.00
1	1	910-1450	*On-Site Service, Initial Year, (C)	EA	35.00	35.00
1	1	910-1452	*On-Site Service, Years 2 & 3, (C)	EA	248.00	248.00
1	1	900-9997	*Standard On-Site Installation Declined	EA	0.00	0.00
1	1	370-1862	Info SKU for TSR,Aron Singletary(ID#5647)	EA	0.00	0.00





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**Technical Support:** (512)338-4400  
**Dell Online:** <http://www.dell.com>

**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/15/00

**Invoice Number:** **389733569**

**Invoice Date:** 06/19/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:** 9422096913/DHL

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94-1.18-70333Z13.XRX 1 of 4

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	220-0029	Dell PowerEdge 4400 Base, 800MHz with 256K Cache,P3 Xeon	EA	10,552.42	10,552.42
1	1	310-0016	Logitech System Mouse w/Driver Disks,Factory Install	EA	0.00	0.00
1	1	310-0310	Deluxe Windows Keyboard, for Dell PowerEdge Servers, Factory Install	EA	0.00	0.00
1	1	310-3561	Power Supply,Redundant Option/ Shipping Information,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	310-3563	User + Install/Troubleshooting Guide,for Dell PowerEdge 4400, Factory Install	EA	0.00	0.00
1	1	310-4020	Rack Rails,Inside and Out,For Dell PowerEdge 4X000/6X00, Factory Install	EA	0.00	0.00
1	1	311-0748	2nd Processor,800MHz/256K,P3, Xeon,for Dell PowerEdge 4400, Factory Install	EA	0.00	0.00
1	1	311-1225	512MB SDRAM,133MHz,4 X 128MB DIMMs,for Dell PowerEdge 4400 EA Factory Install	EA	0.00	0.00
1	1	313-7008	17/40X SCSI CD ROM #1,Black, for Dell PowerEdge 4300/6300, Factory Install	EA	0.00	0.00

\* Service contract may be subject to sales tax.  
Any on-site or other service covers Dell system hardware only.  
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25	
Ship. &/or Handling	\$ 136.94
Subtotal	\$ 11,087.36
Taxable:	Tax:
\$ 0.00	\$ 0.00



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**Technical Support:** (512)338-4400  
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**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/15/00  
  
20 01 0 01 02 N

**Invoice Number:** **389733569**

**Invoice Date:** 06/19/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:** 9422096913/DHL

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94-1.18-70333Z13.XRX 2 of 4

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	320-0058	Monitor Option-None	EA	0.00	0.00
1	1	340-0608	1.44MB,3.5",Floppy Drive, for Dell PowerEdge Servers, Factory Install	EA	0.00	0.00
1	1	340-1399	8-Bay Hard Drive Cage, Optional, Front, 1.0", for Dell PowerEdge 4300/6300, Factory Install	EA	0.00	0.00
1	1	340-6660	4 X 18GB U160M SCSI Hard Drives,1",10000RPM,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	340-6663	PERC3-Di RAID Enabler Kit with 128MB Cache,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	340-7418	Tape Backup,20/40G, Digital Audio Tape,HH, Controller/Cable,P4300, Factory Install	EA	0.00	0.00
1	1	340-7739	Configuration #5,ROMB 5/No Drives in Cage,for Dell PowerEdge 4400,Factory Install	EA	0.00	0.00
1	1	365-1234	READYWARE INSTALLATION FEE	EA	0.00	0.00
1	1	420-2833	Dell Power Suite Software, Veritas Backup Exec Enhanced version,CD,Factory Overpack	EA	0.00	0.00
1	1	430-0254	Two Intel Pro 100 Plus Network Interface Cards,for Dell PowerEdge,Factory Install	EA	0.00	0.00
1	1	430-5002	Software,NTS,NT4,Academic, SP6A,5.25" Form Factor, Factory Install	EA	0.00	0.00
						26



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**Customer Service:** (512)338-4400  
**Technical Support:** (512)338-4400  
**Dell Online:** <http://www.dell.com>

**Customer Number:** 010940745  
**Purchase Order:** 471210176  
**Order Date:** 06/14/00

**Invoice Number:** **388976045**

**Invoice Date:** 06/15/00  
**Payment Terms:** NET DUE 30 DAYS  
**Shipped Via:** INTERNATIONAL  
**Waybill Number:**

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33-0.78-70216Z13.XRX 1 of 2

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Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
2	2	910-4779	*Poweredge Server Installation with Factory Installed NOS	EA	689.00	1,378.00
1	1	910-6158	*ASG Comprehensive On-Site Rack Installation	EA	900.00	900.00

\* Service contract may be subject to sales tax.  
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Ship. &/or Handling	\$	27	0.00
Subtotal	\$		2,278.00
Taxable:		Tax:	
\$	0.00	\$	0.00

## **Appendix D:**

### **Affidavit of Applicant's Share of FRN 365817 Placed in Escrow**

## AFFIDAVIT

IN THE TERRITORY OF THE VIRGIN ISLANDS     )  
DISTRICT OF ST. CROIX                             )     SS

I, Vincent A. Colianni, being duly sworn, depose and state:

1. I am a partner in the law firm of Colianni & Colianni.
2. Our firm has on deposit \$9,587.49 in the Colianni & Colianni Escrow account for St. Patrick's School.
3. These funds are being held because the intended recipient of these funds, Ronald Lindsey, cannot be located.
4. Three possible payees for the funds are Ronald Lindsey, the Federal Communications Commission, of the Universal Service Administrative Company (or the agents thereof).
5. Payment of these funds is pending action by the Federal Communications Commission or Universal Service Administrative Company.
6. These funds will not be released prior to action by the Federal Communication Commission or Universal Service Administrative Company.

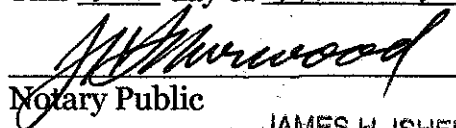
Further this affiant saith not.

Date:



Vincent A. Colianni  
Vincent A. Colianni  
Colianni & Colianni  
1138 King Street  
Christiansted, VI 00820  
(340) 719-1766  
(340) 719-1770

SUBSCRIBED AND SWORN TO before me  
This 20 day of March, 2007.

  
Notary Public

JAMES H. ISHERWOOD, III  
Territory of the Virgin Islands  
District of St. Croix  
Notary Public Number LNP-31-04  
Commission Expires 12/29/08

# **Appendix E:**

## **Applicant's Technology Plan**

# **St. Patrick's School**

## Technology Plan

## **VISION STATEMENT**

The classroom is becoming the community, and the community is becoming global. Therefore, students will utilize educationally appropriate technology to enhance their thought and problem-solving skills, and use multiple resources to access, evaluate, process, and communicate information. The staff will integrate information technologies into every aspect of school life and model the appropriate use of technology so that the community at large begins to see it as a useful tool.

## **OVERALL GOALS**

All students and staff will be trained to use computers in an appropriate and safe manner.

All students will learn a basic battery of safe computer practices including turning the computer on and off, inserting discs and CDs into the computer, opening and closing applications, and how to use the mouse and keyboard.

Every student and faculty/staff member will have daily access to a computer.

Students will learn basic word processing and keyboarding skills and how to save information on the hard drive, then transfer to student's own disc.

The existing computer lab will be used primarily to teach and practice skills in keyboarding and word processing.

All Math/Science block classes will be scheduled into the lab on a weekly basis.

One block each day will be reserved for students in elective classes learning graphic design and multimedia programming.

Students will be able to maintain an electronic portfolio of projects and research materials.

An electronic newspaper will be produced and distributed on a regular basis.

## **TECHNOLOGY**

There are 24 computers and 4 printers in the lab. The computers and printers are not networked. The lab also has one color flatbed scanner, and has inter net access. In addition, we have a computer mounted digital video camera.

Depending on the class, one or two computers are assigned to each classroom, and some of them also have printers.

The laser printer in the computer lab will be placed on the network, and a multimedia lab will be developed. It will contain a minimum of two computers, a color scanner, a color ink jet printer, a digital still camera, and appropriate software. Each classroom will receive a new computer. Each administrative office will receive a computer and an ink



jet printer (to be purchased with capital outlay funds). A digital video camera will be added to complete the electronic portfolio package and begin preparation of products for network broadcast. The school now has a home page that is accessible from anywhere in the world. A certified technician will be hired, dedicated to maintaining the lab, classroom, and library technology hardware.

## ***TRAINING GOALS***

### **FIRST YEAR:**

Faculty/Staff will have half-day in-service training in the use of the new computers.

Students will be instructed individually, or in small groups in the use of the new computers.

Faculty/Staff will be encouraged to explore (often with students) new software titles, especially those on CD-ROM.

Faculty/Staff will receive training on how to integrate a computer into the classroom curriculum.

### **SECOND YEAR:**

Faculty/Staff will receive training in the use of the local area network and voice mail systems.

Faculty/Staff will receive training on desktop publishing.

Students will receive training throughout the year in using the local and wide area network for e-mail, conferencing, and INTERNET access.

Faculty/Staff will receive training in the use of the AV capabilities of their equipment and in the use of the multimedia lab. Additional software-specific training will be conducted for staff.

### **THIRD YEAR:**

Faculty/Staff will receive training on multimedia presentation programs.

Students will continue to receive training in using local and wide-area network for e-mail and INTERNET access. Additional training needs to be conducted for students and staff in setting search parameters, skimming outcomes, and recognizing the relative value of information identified.

## ***CURRICULUM GOALS***

### **FIRST YEAR:**

All faculty/staff members will write a personal goal related to the integration of technology into the curriculum.

Students will begin using the lab to improve their keyboarding skills.

Faculty/Staff will be trained to use digital videos for presentations and point to point conferencing.

Staff and students will be trained to use the new cross-platform computers.

Staff and students will be trained to manage the home page for the school.

Students will begin training on the use of digital video production.

### **SECOND YEAR:**

All faculty/staff and students will use word processing, spreadsheet, and database software.

Students will learn how to use the local area network to do research and participate in online projects.

Students will have the opportunity to prepare and present multi-media projects.

Faculty/staff will begin keeping electronic portfolios for students.

Technology will be used as much as possible to produce and distribute the school newspaper and yearbook.

### **THIRD YEAR:**

Faculty/Staff will utilize self-made and student generated multimedia presentations in their instruction.

Students will assist staff in the maintenance of their electronic portfolios and begin to conduct student-led conferences.

## ***BUDGET AND FUNDING***

Creating a strong instructional technology program requires both new financial resources and the effective and creative use of existing funds. We will coordinate and support a grant-writing effort by both individuals and teams from our school. We shall continuously monitor and review all funding sources. An ongoing effort will be made to consult with the School Improvement Committee in making effective use of all categorical funding which related to technology. We shall accomplish this by using the following funding strategies:

- Apply for all E-Rate discounts from the Federal Communications Commission
- Determine sources of funds for staff development
- Be reminded to budget sufficient funds for consumable technology resources such as paper, ribbons, and toner, and allocate funds for the regular and systematic maintenance of equipment.
- Establish a grant writing team.
- Establish a technology team.
- Hire consultants to provide additional expertise when writing major grants for the federal government or major foundations.

***EVALUATION***

Our three-year technology plan will be evaluated by our Technology Team at the beginning of each school year. The Technology Team will be responsible for monitoring and evaluating the progress of the Technology Plan. It will be formally monitored three times a year - the beginning of the year, mid-year, and at the end of the year, to recommend necessary changes. The committee will report on the progress to the administration at each evaluation.

## St. Patrick Catholic School Technology Plan

### GRADE 1 TECHNOLOGY SCOPE AND SEQUENCE BREAKDOWN

The following Technology Skills are **introduced** in first grade with an emphasis on introducing basic computer operation and responsible use.

#### Terminology:

- Login Menu Hardware
- Cursor Web Page Drag
- Word Processor Scroll Network
- Software Click

#### Hardware and Peripheral Devices:

- Care and appropriate use of:
  - Keyboard Mouse Computer On/Off
  - Monitor Printer Special Keyboard Keys
  - CD ROM Computer Disks

#### Telecommunications/Networking:

- Navigational Tools: Back, Forward, Home, Bookmarks, etc.

#### Multimedia: (Such as Kid Pix Deluxe)

- Graphic Tools: Pencil, eraser, paint can, line/shape tools, etc.
- Change colors and patterns of tools

#### Management Skills:

- Access and Exit Software Applications

#### Ethics:

- Responsible use of computers
- Appropriate computer etiquette

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## GRADE 2 TECHNOLOGY SCOPE AND SEQUENCE BREAKDOWN

The following Technology Skills are introduced in second grade with an emphasis on beginning word processing.

### Terminology:

- Edit
- Internet
- URL/Web Address

### Hardware and Peripheral Devices:

- Hard Drive
- Disk

### Word Processing:

- Write Stories or Poems
- 

## GRADE 3 TECHNOLOGY SCOPE AND SEQUENCE BREAKDOWN

The following Technology Skills are introduced in third grade with an emphasis on successful use of word processing software, online library catalog, and beginning keyboarding.

### Terminology:

- Copyright, Graphic, Text, Software Piracy, File

### Hardware and Peripheral Devices:)

- Floppy Drive
- Special Keyboard Keys: ESC, Shift, Arrow, etc.

### Word Processing:

- Create and Save a New Document: Identify intended use, Use Save and Save As
- Open, View and Print Documents: Use print preview, Print entire file or selected parts
- Format Documents: Justify text, Select font, style and size
- Edit Text: Change font, style and size, Cut, copy, paste, and delete, Use spellchecker
- Use Desktop Publishing Techniques: Insert graphics
- Use a Word Processor: Type Report and add entries to a bibliography, Generate letters

### Telecommunications/Networking:

- Save files to appropriate location
- Use pull-down menus from the web browse

### Computer Management:

- Saving and retrieving

### Ethics:

- Respect privacy of users.

### Information Management:

- Search: Conduct categorical search and Search online reference resources
- Library Catalog: Access catalog from search station using Athena software and Access catalog via title, subject, author, keyword

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## GRADE 4 TECHNOLOGY SCOPE AND SEQUENCE BREAKDOWN

At the fourth grade level, students are focusing most of their attention in three areas: Telecommunications, Multimedia, and Information Management. In the area of Telecommunications, students are introduced to the many features of a web browser such as Netscape or Explorer. Fourth grade is the first year in which students explore multimedia software such as Hypertext. In the area of Information Management, students build on the skills they were introduced to in third grade, with an emphasis on evaluating web sites. In the area of Word Processing, students are practicing skills they have been introduced to in earlier grades.

The following Technology Skills are introduced in fourth grade:

### Terminology

- E-mail
- Database
- Special keyboard keys: ESC, Shift, arrows, spacebar, backspace, delete, enter, alt, ctrl, etc.
- Multimedia
- Desktop publishing

### Word Processor (i.e. ClarisWorks or MS Word):

- Formatting: line spacing
- Generate a letter in a real context

### Telecommunications/Networkin):

- Use multiple storage devices (a:\, c:\ and e:\, Zip Drives, etc)
- Locate files in a directory
- Use a web browser (Netscape or Explorer):
- Copy and enter a URL, Use hyperlinks, Use browser tools (back, forward, reload, etc.), Use pull-down menus, Save internet information to desktop or disk

### Multimedia

- Edit graphics
- Incorporate video/audio
- Create links between cards/slides
- Move cards/slides
- Create slide shows

### Ethics

- Respect privacy of users.

### Information Management

- Perform a categorical search (Internet)
- Access school's library catalog using title/subject/author/keyword searching (Athena)
- Select information appropriate to the problem/user
- Assess validity of web site

By the end of Fourth Grade, students should be Independent Users of most of the skills, of identification of computer components, and skills of proper care/use of computer hardware, use of graphics tools in multimedia software (ie KidPix).

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## GRADE 5 TECHNOLOGY SCOPE AND SEQUENCE BREAKDOWN

A major skill introduced in Fifth Grade is the use of word processing, spreadsheet, presentation programs, and Internet languages. In addition, students are beginning more advanced techniques of searching on the World Wide Web (Information Management), and are using more sophisticated skills in developing multimedia projects.

The following Technology Skills are introduced in fifth grade

### Terminology

#### Word Processor (i.e. MS Word):

- What is a word processor?
- Shortcut, Menus, Toolbars, and Commands
- Select menus items
- Dialog box option
- Using the keyboard
- The Zoom option
- Help features
- Office assistant
- Window elements
- Default Settings
- Creating documents
- Saving documents
- Closing documents
- Generate letters in real context

#### Spreadsheet (i.e MS Excel):

- What is spreadsheet?
- Shortcut, Menus, Toolbars, and Commands
- Select menus items
- Dialog box option
- Using the keyboard
- The Zoom option
- Help features
- Office assistant
- Window elements
- Default Settings
- Creating spreadsheet
- Saving spreadsheet
- Closing spreadsheet
- Identify use
- Specify data organization
- Determine columns and rows and set cell attributes
- Create simple calculation formulas (+, -, X, /)
- Enter and edit and sort data

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## GRADE 6 TECHNOLOGY SCOPE AND SEQUENCE BREAKDOWN

Sixth Grade is a time for students to reinforce computer skills introduced in earlier grades. Still, there are three areas in which students are introduced to new skills: *students* begin to use more sophisticated tools while working in, Word Processing, Spreadsheets; PowerPoint Presentations, and Internet skills and creating basic web designs in the HTML language; *students* are completing more complex searches on the internet in the area of Information Management; and *students* are beginning to organize their own files in the area of Computer Management.

The following Technology Skills are to be reinforce and introduced in sixth grade:

### Word processor

- Shortcut, Menus, Toolbars, and Commands
- Select menus items
- Dialog box option
- Using the keyboard
- The Zoom option
- Help features
- Office assistant
- Window elements
- Default Settings
- Creating documents
- Saving documents
- Closing documents
- Generate letters in real context
- AutoCorrect
- Spell Checking
- Grammar Check
- Insertion point Movements
- Create and setup letters (personal and business format)
- Use tabs
- Open and revise a document
- Copy, paste, move organization of a document
- Select page orientation
- Print and print preview
- Create columns
- Insert Tables with columns
- Select rows
- Select columns
- Insert information
- Use formulas for set documents
- Delete cells and cells
- Saving and closing



- Evaluation/Assessment: Select information appropriate to problem/user

Keyboarding:

- Touch Type

**Independent User:**

Upon completion of 3<sup>rd</sup> grade, students will be independent Users of the following:

- Special Keyboard Keys

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## GRADES 7 & 8 TECHNOLOGY SCOPE AND SEQUENCE BREAKDOWN

### Incoming:

Students should be independent users of the following skills prior to entering the seventh grade.

- Use and understand basic computer related terms except database, boolean search, word processor, spreadsheet, presentation, Internet URL, scroll, drag, click, multimedia, and desktop publishing.
- Identify basic computer hardware components and peripheral devices.
- Demonstrate care and appropriate use of hardware except a printer.
- Use a word processing, spreadsheet, presentation
- Use a web browser.
- Use multimedia software except incorporating text and graphics from outside sources and creating animation and slide shows.

### Reinforcing:

The following skills **have been introduced** in elementary school and need to be reinforced but not independent users.

- Use and understand the following basic computer terms: word processor, spreadsheet, presentation, and desktop publishing.
- Demonstrate care and appropriate use of a printer.
- Using a spreadsheet program.
- Demonstrate appropriate legal/ethical conduct

### Introducing:

The following skills **need to be introduced**.

- Creating margins, setting tabs, and using headers, footers, and pagination.
- Text alignments, vertical centering
- Fonts, style, size
- Emphasis styles: bold, underline, italics, highlight, strikethrough, change case, color
- Use symbols, bullets and numbering
- Spacing, line, paragraph, indent text, hanging indent
- Format reports, setup correct margins and tabs
- Use a thesaurus and the find and replace feature.
- Hard vs. soft page breaks
- Section breaks
- Page number
- Letters with special notations, footnoted, endnotes, comments
- Work with macros
- Switch among open documents/transfer information
- Import/export from other software programs
- Work with clip art/import/export
- Envelopes and labels

- Use spreadsheets/import and export
- Setup worksheets to update data (group workbook)
- Freeze titles/split panes
- Internet design
- Spreadsheets
- Use database programs.
- Create animation.
- Demonstrate ability to use disk utilities.
- Search online reference resources.
- Access union catalog/public library.

**Outgoing:**

Your students should be considered independent users with the following skills when they arrive at high school.

- Use and understand the following computer related terms: database, boolean search, word processor, spreadsheet, presentation, Internet URL, scroll/drag/click, and multimedia.
- Use the following word processing skills: select page orientation, create margins, using thesaurus, creating columns, and using a word processor in a real world context to write stories or poems, type reports, and generate letters.
- Use the following networking skills: save files to appropriate location, use multiple storage drives, and locate files in a directory.
- Use the following multimedia skills: incorporate text from outside sources into a project and incorporate a variety of graphics from outside sources into a project.
- Demonstrate the ability to organize files.
- Demonstrate the following basic information management skills: conduct a key word, a boolean search, or a categorical search.
- Touch type at 40 wpm.

## Spreadsheets

- What is spreadsheet?
- Shortcut, Menus, Toolbars, and Commands
- Select menus items
- Dialog box option
- Using the keyboard
- The Zoom option
- Help features
- Office assistant
- Window elements
- Default Settings
- Creating spreadsheet
- Saving spreadsheet
- Closing spreadsheet
- Identify use and why!
- Specify data organization
- Determine columns and rows and set cell attributes
- Create two steps calculation formulas (+, -, X, /)
- Enter and edit and sort data
- Create charts
- Print spreadsheet
- Insert/delete column or row
- Use fill down/across
- Save updated spreadsheet
- Determine and create appropriate graph and incorporate graphs into word processing
- Create charts
- Print spreadsheet
- Insert column or row
- Delete column or row
- Use fill down/across
- Save updated spreadsheet
- Determine and create appropriate graph
- Incorporate graphs into word processing

**Presentation (PowerPoint)**

- What is PowerPoint?
- Shortcut, Menus, Toolbars, and Commands
- Select menu items
- Dialog box option
- Using the keyboard
- The Zoom option
- Help features
- Office assistant
- Window elements
- The blank presentation option
- Use the template option
- Add slides to a presentation
- Creating a slide presentation
- Saving presentations
- Closing presentations
- Move from slide to slide
- Spell checking
- Change a slide's layout or template
- Work with object slides
- Move, copy, duplicate, and delete slides
- Sort slide
- Outline

**Internet Net Language (Basic-HTML)****Hypertext Markup Languages**

- What is HTML
- Explore the structure of the World Wide Web
- Learn the Basic principles of Web documents
- Get to know the HTML language
- Tools for creating HTML documents
- HTML syntax (language)
- Creating basic tags
- Displaying *Your* HTML files
- Creating Headings, Paragraphs, and Lists

**Multimedia**

- a. Create animation

**Computer management**

- Demonstrate ability to organize files

**Presentation (PowerPoint)**

- What is PowerPoint?
- Shortcut, Menus, Toolbars, and Commands
- Select menu items
- Dialog box option
- Using the keyboard
- The Zoom option
- Help features
- Office assistant
- Window elements
- The blank presentation option
- Use the template option
- Add slides to a presentation
- Creating a slide presentation
- Saving presentations
- Closing presentations
- Move from slide to slide
- Spell checking
- Change a slide's layout or template
- Work with object slides
- Move, copy, duplicate, and delete slides
- Sort slide
- Outline

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- Tools for creating HTML documents
- HTML syntax (language)
- Creating basic tags
- Displaying *Your* HTML files
- Creating Headings, Paragraphs, and Lists

**Multimedia**

- a. Create animation

**Computer management**

- Demonstrate ability to organize files

**Information management**

- a. Conduct simple Boolean search (on Athena or with search engine)
- b. Conduct complex Boolean search (on Athena or with search engine)
- c. Search online reference sources (World Book Online, Grolier Online, etc.)

In Sixth Grade, students are expected to be independent users of most of the skills in the following areas: Terminology, Identification of Computer Components, Proper Use of Computers, Word Processing, and use of a web browser such as Netscape (Telecommunications).

**Appendix F:**

**Technology Plan Approval Letter for  
Applicant's Technology Plan**



**June 2, 2000**

**Confirming letter of review and approval  
for the Technology Plan, Submitted by  
St. Patrick's School, St. Croix, USVI**

**In April, 2000, St. Patrick's School, St. Croix, USVI, submitted their technology plan for review and approval by the Caribbean Computer Users in Education organization (CCUE).**

**In accordance with the criteria and procedures indicated in the SLD guidelines and directives, the technology plan was reviewed by a panel of CCUE members working on both St. Thomas and St. Croix. After careful examination of the proposal and discussions among the panel members, it was agreed that the Technology Plan submitted by St. Patrick's School met the necessary requirements. Therefore the CCUE panel agreed unanimously the the plan be approved.**

**Ellen G. MacLean  
CCUE St. Thomas  
emclean@islands.vi**

**John Munro  
CCUE St. Croix  
jmunro@uvi.edu**

**Peter Wholihan  
CCUE St. Thomas  
pwholihan@softhome.net**

CERTIFICATION OF TECHNOLOGY PLAN APPROVAL  
FOR  
SCHOOLS AND LIBRARIES UNIVERSAL SERVICE PROGRAM

CCUE is certified by the Schools and Libraries Division to approve technology plans for participation in the Schools and Libraries Universal Service Program

St. Patrick's Sch. has a technology plan that has met the standards and criteria outlined in the following checklist.

CHECKLIST

Successful technology plans align the overall education or library service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be strong connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements.

OK The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.

OK The plan has a professional development strategy to ensure that staff know how to use the new technologies to improve education or library services.

OK The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.

OK The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development and other services that will be needed to implement the strategy for improved education or library services.

OK The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

approved  
Ellen G. MacLean  
Ellen G. MacLean  
6.1.2000

approved  
Peter Whelan  
Peter Whelan  
6/02/00

approved  
John Munro  
6/2/00 STR  
John Munro